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1.0 PURPOSE:

To describe the standard policies and procedures associated with the receipt of claims against the City involving matters pertaining to the Public Works and Engineering operations.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to the Department of Public Works Department and to the general public.

3.0 POLICY:

It is the policy of the Department of Public Works Department to investigate and report on all claims against the City in the area of Public Works responsibility, ~~for value under Two Hundred Fifty Dollars (\$250.00).~~

4.0 REFERENCES:

Section 3.5(6)(a), City of West Allis Revised Municipal Code.
Section 1102, "Risk Management", City of West Allis Policies & Procedures Manual.

5.0 PROCEDURES:

5.1 RESPONSIBILITY

It is the responsibility of the Director of Public Works~~Field Service Representative~~ or his/her designee to investigate claims against the City in the Public Works area of responsibility.

5.2 GENERAL POLICIES - PUBLIC WORKS

5.2.1 The Director of Public Works~~Field Service Representative~~ or his/her designee shall promptly investigate and prepare a written report on all claims against the City relating to Public Works, ~~for Two Hundred Fifty Dollars (\$250.00) or more.~~

5.2.2 Priority shall be given to complaint investigation. All reports regarding complaints shall provide detailed and pertinent facts.

~~5.2.3 The Director of Public Works shall have responsibility for handling all Public Works claims up to Two Hundred Fifty Dollars (\$250.00), in consultation with the City Attorney's office.~~